

J. W. W. Lane

Constitution, By-Laws
— and —
Rules and Regulations
of the
Sloane Maternity Hospital
of the
College of Physicians and Surgeons
in the
City of New York

Amended May 1st, 1897

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1897

Columbia University *cop. 1*
in the City of New York

College of Physicians and Surgeons



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CONSTITUTION.

ARTICLE I.

Title.

The name by which this Institution shall be known shall be, "The Sloane Maternity Hospital of the College of Physicians and Surgeons in the City of New York."

ARTICLE II.

Objects.

The objects of this Institution shall be to afford facilities for instruction in the study and practice of Obstetrics to such students of the College of Physicians and Surgeons as the Faculty thereof may select; and to afford accommodation, and furnish skillful attendance free of charge to women who desire an asylum during their period of confinement.

ARTICLE III.

Management.

The management of the Hospital shall be under the direction and control of a Board of Managers composed of the following persons, and their successors in office, to wit:

William D. Sloane, representing the Donors.

James W. McLane, M.D., Dean of the Faculty of the College of Physicians and Surgeons.

Cornelius Vanderbilt, representing the Trustees of Columbia University.

Francis Delafield, M.D., and T. Mitchell Prudden, M.D., representing the Faculty of the College of Physicians and Surgeons.

ARTICLE IV.

Power to Fill Vacancies.

The Board of Managers shall have power to fill all vacancies that may occur in the said Board.

In case of the death, resignation, or disability of William D. Sloane, the Board of Managers shall fill the vacancy so caused, by the election of such person as the said William D. Sloane may nominate by his last Will and Testament, or by an instrument in writing signed by him, or in default of such nomination, by such person as shall be nominated in writing by the personal representatives of the said William D. Sloane. In the event of the failure of the said William D. Sloane and his representatives to make such nomination the Board shall elect a male descendant of the said William D. Sloane, or of William H. Vanderbilt; and in case there is no such descendant the Board shall elect a person of their own nomination.

In case of the death, resignation, or disability of Cornelius Vanderbilt, the said Board of Managers shall fill the vacancy so caused by the election of one of the Trustees of Columbia University.

In case of the death, resignation, or disability of Francis Delafield, M.D., or T. Mitchell Prudden, M.D., respectively, the said Board of Managers shall fill the vacancy so caused by the election of a member or members of the Faculty of the College of Physicians and Surgeons. The Dean of the Faculty of the College shall always, ex-officio, be a member of the Board.

The Dean, and the members of the Faculty of the College of Physicians and Surgeons hereafter elected members of the Board of Managers shall hold office as such managers only so long as they shall be officially connected with said College.

Any Trustee of Columbia University hereafter elected shall hold office as Manager only so long as he be officially connected with said University as Trustee.

ARTICLE V.

Powers and Duties of Managers.

The Board of Managers shall have the entire control and management of the hospital with exclusive power to make the necessary rules and regulations for conducting the business thereof, and for providing such medical attendance as shall in their judgment be requisite; but they shall have no power to do any act affecting the title to, or disposition of the hospital, or of any of the property in the hospital, or of the money or securities constituting the endowment fund of said hospital, which shall at all times be vested in and belong to the Trustees of Columbia University. The said Board shall have the direction of the expenditure of the income arising from such endowment fund as has heretofore been or may hereafter be provided by the Donors for the support and maintenance of the said hospital, and of all other income which said hospital may be entitled to receive from any source whatsoever.

ARTICLE VI.

Educational Purposes of the Hospital.

The said Hospital shall be controlled and managed in such manner as to afford the most favorable opportunities to the students of the College of Physicians and Surgeons for practical instruction in Obstetrics, and the Professor of Obstetrics in said College shall have the direction of the service and management of said Hospital, so far as the same relates to or affects the administration of the hospital as an educational institution.

ARTICLE VII.

Amendments to the Constitution.

Amendments to the Constitution shall be proposed in writing at a regular meeting of the Board of Managers, and may be acted on at the next regular meeting of the Board, or at a special meeting called for that purpose; and shall be adopted only on a concurrence of a majority of the Board of Managers.

BY-LAWS
OF THE
BOARD OF MANAGERS.

- Officers.** § 1. There shall be a President, a Secretary, and a Treasurer, who shall respectively discharge the usual duties of such officers.
- Election of Officers.** § 2. The officers shall be elected by ballot at the Annual meeting in January in each year.
- President.** § 3. The President shall preside at all meetings of the Board; in case of his absence the Managers present shall elect one of their number to preside. He shall appoint all Committees, and shall have general supervision of the management of the Hospital.
- Secretary.** § 4. The Secretary shall keep the minutes of the proceedings of the Board; shall preserve such papers and records as do not pertain to the office of Treasurer; shall give due notice to members of all meetings, and generally shall perform such duties as usually pertain to the office.
- Treasurer.** § 5. The Treasurer shall collect, receive, and receipt for all moneys to which the said Hospital is entitled, including the income of the endowment fund, and shall keep proper books of account thereof; and at the close of the fiscal year shall submit a statement showing the financial situation.
- Committees.** § 6. At the Annual Meeting the President shall appoint an auditing and a visiting committee, each to be composed of two members.
- Auditing Committee.** § 7. The Auditing Committee shall examine the Treasurer's accounts at the close of each fiscal year and report on the same to the Board.
- Visiting Committee.** § 8. The Visiting Committee shall make frequent inspections of the Hospital and render reports thereof to the Board.
- Meetings.** § 9. The Annual Meeting of the Board shall be held at the Hospital on the fourth Wednesday in January, and regular

meetings shall be held at the same place on the fourth Wednesday of March, May, and November. Three members shall constitute a quorum for the transaction of business. The President may call a special meeting whenever he shall deem it necessary, giving at least one day's notice.

§ 10. The Board shall appoint a Medical Staff to consist of one Consulting Physician, one Attending Physician, one Assistant Attending Physician, one Resident Physician, a First, Second, and Third Assistant, and a Pathologist. The Resident Physician and his three Assistants shall reside in the Hospital, and shall constitute the House Staff. Medical Staff.

§ 11. The Board of Managers shall appoint a Superintendent, and a Principal and an Assistant Principal of the Training School.

§ 12. The Board of Managers shall prescribe rules and regulations respecting the management of the affairs of the Hospital. Such rules and regulations may be amended at any meeting of the Board by a majority of those present. Rules and Regulations.

§ 13. If any officer or Physician shall become unfit to execute his office, or shall conduct himself contrary to the rules of the Hospital, or refuse or neglect to execute the same, the Board may suspend or discharge the officer or Physician. Suspension of Officers.

§ 14. The order of business shall be as follows :

1. Reading of Minutes of the last meeting.
 2. Reports of Committees.
 3. Communications.
 4. Special order if any.
 5. Unfinished business.
 6. Motions and resolutions.
- Order of Business at Meetings.

These By-Laws may be amended at any regular meeting of the Managers by a majority of those present, provided that a copy of the proposed amendment shall have been mailed to each member at least five days before the meeting. Amendments.

RULES AND REGULATIONS FOR THE HOSPITAL.

HOUSE MEDICAL STAFF.

§ 1. The small dining-room on the sixth floor is set apart for the exclusive use of the members of the House Staff.

§ 2. The House Medical Staff shall consist of a Resident Physician; a First, or Night Senior Assistant; a Second, or Day Senior Assistant; and a Third or Junior Assistant; all of whom shall reside in the Hospital.

§ 3. The Resident Physician shall serve during the pleasure of the Board of Managers, and each of his assistants for a period of three months. No person shall be appointed to either of these positions until he shall have received the degree of Doctor of Medicine, nor until he shall have furnished satisfactory testimonials of his professional ability, and also of his good moral character; nor until he shall have furnished to the Board of Managers a certificate in the following form:

“ This is to certify that I (A. B.), a candidate for the office of Resident Physician, or Assistant to the Resident Physician, have carefully read the Rules and Regulations of the Sloane Maternity Hospital, and do pledge myself to a faithful compliance therewith if I should be appointed to the said office.

Signed,

“ A. B.”

§ 4. The Resident Physician shall visit each patient every morning and evening, and be prepared to report the state of the patients to the Attending Physician.

§ 5. He shall not be absent at the usual visiting hour of the Attending Physician.

§ 6. He shall require his assistants to accompany him upon his morning rounds unless they are occupied with cases of emergency.

§ 7. He shall record all prescriptions and directions for their administration in books to be kept for that purpose, of which there shall be one for each ward.

§ 8. He shall be held responsible for full and accurate histories being taken of every case which comes under his professional charge, which shall be preserved in books provided for the purpose.

§ 9. He shall give special attention to the ventilation, temperature, and light of the wards.

§ 10. He shall inspect the food served to the patients daily and report to the Attending Physician the condition of the same.

§ 11. In any case of emergency he shall request the immediate attendance of the Attending Physician, or if he cannot be found, of the Assistant Attending Physician.

§ 12. He shall in no case substitute either of his assistants in the performance of any duty specially incumbent on himself excepting by permission of the Attending Physician.

§ 13. All instruments and apparatus shall be in the custody of the Resident Physician and shall be kept in the places assigned for them, and shall not be loaned for use outside of the Hospital except to the Attending or Assistant Attending Physician, and in that case a written receipt for the same shall be given by him.

§ 14. It shall be his duty to enter upon the proper catalogue any new instruments or apparatus that shall from time to time be added to the collection, and at the beginning and end of his term of service he shall compare the instruments and apparatus in the Hospital with the catalogue of the same, and sign a certificate that the instruments, etc., agree with the catalogue, and deliver the same to the Secretary of the Board or Managers.

§ 15. The Resident Physician and his assistants shall accompany the Attending Physician in his visits to the wards.

§ 16. Members of the House Staff shall not engage in any other business than that of the Hospital during their term of service, nor shall they practice outside the Hospital.

§ 17. The Resident Physician or one of his Assistants shall examine all patients who present themselves for admission to the Hospital.

§ 18. The Resident Physician and his First and Second Assistants shall not be absent from the Hospital simultaneously.

§ 19. Leave of absence may be granted to the Resident Physician for a period not exceeding two weeks between the first day of June and the first day of October in each year. Applications for such leave shall be presented to the Attending Physician.

§ 20. No member of the House Staff shall receive any compensation or gift from any patient unless authorized to do so by the Board of Managers.

§ 21. No member of the House Staff shall take part in post-mortem examinations.

§ 22. At the expiration of their terms of service a Diploma may be granted to the members of the House Staff, on recommendation of the Attending Physician if their services have been acceptable to the Managers.

§ 23. When a patient dies, the Resident Physician shall promptly notify the Attending Physician, and in case of an autopsy the Pathologist, and shall write the cause of death in a book supplied for that purpose by the Board of Health.

§ 24. As the entire fifth floor of the new Hospital building is assigned to the Nurses for their exclusive use, no member of the House Staff shall visit either the corridors, or the nurses sitting-room, or the rooms of the Principal, or the Assistant Principal of the Training School, or the rooms of any of the nurses on this floor of the new building.

§ 25. Members of the House Staff having occasion to be absent from the Hospital shall leave notice of their departure at the office, and shall enter in a book, kept for that purpose, the hours of their departure and return.

Applications for Positions on House Staff.

All applications for positions on the House Staff shall be registered with the Resident Physician, and may be made at any time. Such applications shall be referred to the

Attending Physician, who shall consider the same, with reference to the qualifications of the applicants, professionally and otherwise. The names of applicants approved by the Attending Physician shall be sent to the Board of Managers, by whom the appointments shall be made.

ADMISSION OF PATIENTS.

§ 1. The admission of patients shall be entirely under the control of the Resident Physician; he shall receive or reject applicants as in his discretion may be advisable.

§ 2. Patients may apply for admission between the hours of two and four o'clock P.M. Patients in labor shall be admitted at any hour of the day or night.

§ 3. On application for admission the circumstances of the patient shall be investigated by the Resident Physician, or his Assistant, and such applicants as are able to do so, shall be required to pay in advance for board and care during confinement a sum of not less than ten dollars.

§ 4. Such persons as are unable to pay shall be admitted free.

§ 5. Applicants for admission who may wish special accommodations in private rooms shall be required to pay such sums as may be determined by the circumstances of the case.

§ 6. No patient suffering from any infectious or contagious disease, whose presence in the Hospital is deemed prejudicial to the welfare of the other inmates shall be admitted, nor any whose case does not require the special benefits of the Hospital.

THE SUPERINTENDENT.

§ 1. The Superintendent is the executive officer of the Board and is responsible to them for the general management of the Hospital. She is to see that all regulations and directions are promptly and efficiently carried out, and for that purpose she shall have, under the direction of the Board, the general control of all the departments of the Hospital and of all employees.

§ 2. She shall perform the duties of housekeeper. She shall have power to engage and dismiss all hospital employees who are not appointees of the Board of Managers, and it shall be her duty to dismiss any such employee who shall be guilty of conduct detrimental to the discipline of the Hospital.

§ 3. She shall purchase provisions and all other stores and supplies required for the Hospital, and shall be responsible for the proper issue of the same.

§ 4. She shall receive all articles purchased for the Hospital, ascertaining their correct weight, measure and quantity; have the same recorded in a book kept for that purpose and properly account for their distribution.

§ 5. She shall receive all money paid by patients for board and care during confinement. She shall keep in books provided for the purpose a regular and accurate account of all moneys received and disbursed by her on behalf of the Hospital, and shall at the end of each month render an account of the same to the Treasurer.

§ 6. She shall pay servants' wages, and examine and certify all bills and forward them to the Treasurer.

§ 7. She shall be responsible for the cleanliness and order of all parts of the Hospital, and she shall see that the food is economically and properly prepared for the House Staff, patients, nurses, and servants.

THE PRINCIPAL AND ASSISTANT PRINCIPAL OF THE TRAINING SCHOOL.

§ 1. The Principal of the School shall exercise the functions of her office subject to the general authority of the Resident Physician.

§ 2. The nurses, however, shall be under her direct supervision and control, and her authority shall extend over all that pertains to the duties and discipline of the nurses in the wards, as well as to the details of their instruction.

§ 3. In case of misconduct or insubordination, she may suspend a nurse from duty, and refer the case to the Attending Physician for final decision.

§ 4. She shall, under the direction of the Resident Physician, have the charge of all the nursing in the Hospital, of all persons employed in the wards, and of the instruction and management of nurses in the Training School.

§ 5. She shall see that the studies of the nurses are diligently pursued; that their work is properly performed, that their deportment is correct, and that the rules pertaining to their duties and conduct are carefully obeyed.

§ 6. She shall see that the directions for the nursing and care of all patients given by the Attending and Resident Physician are carefully executed.

§ 7. She shall superintend and visit the wards and see that they are well conducted.

§ 8. The Assistant Principal of the School shall exercise the functions of her office subject to the authority of the Principal and to the general authority of the Resident Physician.

§ 9. The duties of the Assistant Principal shall be such as the Principal may direct and include such things as relate to the management and conduct of the Training School.

§ 10. Instruction shall be given by the Medical Officers of the Hospital, and by the Principal and by the Assistant Principal of the School.

§ 11. The Principal of the Training School and the Assistant Principal shall not be absent at the same time from the Hospital, nor shall either of them be absent from the Hospital during the regular sleeping hours of the other.

§ 12. The Principal of the Training School, the Assistant Principal, and the Nurses, are forbidden to visit the rooms of the Resident Physician, or of any of his Assistants.

RULES FOR NURSES.

§ 1. The large dining-room on the sixth floor is assigned for the exclusive use of the Superintendent of the Hospital, the Principal and Assistant Principal of the Training School and the nurses.

§ 2. The hours of duty for nurses are from 7 A.M. to 7 P.M. by day, and from 7 P.M. to 7 A.M. by night, and they must be in their respective wards promptly at the appointed hours.

§ 3. The hours for meals are as follows:

Breakfast from 6.30 to 7.30 A.M.

Lunch from 1 to 2 P.M.

Dinner from 6 to 7 P.M.

The Superintendent will provide a suitable supper for the nurses on night duty, which shall be prepared in the kitchen. Cooking in any other part of the building is strictly forbidden.

§ 4. The nurses may be absent from the Hospital one hour each day, one afternoon each week, and four hours on Sunday when practicable.

§ 5. When a patient is admitted to the Hospital a complete list of her clothing and effects is to be made, and this, together with the number of the closet assigned to the patient for the safe keeping of her effects, shall be registered in a book provided for the purpose, and signed with the name of the receiving nurse. She shall take all money and valuables at once to the office and obtain from the Clerk a receipt for the same.

§ 6. The nurses shall attend the visits of the Attending Physician and give such information as may be in their power. They shall assist the House Staff in the performance of their duties as far as is necessary. Any unfavorable change in the condition of any patient shall at once be reported to the Resident Physician.

§ 7. Screens shall be used to avoid the exposure of any patient.

VISITORS.

Visitors shall not be admitted to the wards except by the special permission of the Resident Physician.

No articles of food or drink shall be carried by visitors into the wards: they must be left with the Clerk, and if approved by the Resident Physician will be sent to the patient.

GENERAL REGULATIONS.

No patient shall leave the Hospital without the special permission of the Resident Physician.

The smoking of tobacco, except in the rooms of the House Staff, in the Hospital, is forbidden.

No wines, spirits or malt liquors shall be allowed in the Hospital, except such as may be ordered for medical purposes, and the same are to be under the control of the Resident Physician.

STUDENTS.

All Students while in attendance at the Hospital shall be subject to such rules and regulations as the Board of Managers shall prescribe. In order to render the Hospital (as far as may be consistent with the welfare of the patients) conducive to the advancement of medical science, the Attending Physician or his Assistant may provide adequate or regular practical instruction by observations, by operations, by clinical lectures or otherwise, to the students who may be admitted to see the practice of the Hospital.

THE PATHOLOGIST.

The Pathologist shall make all post-mortem examinations on persons dying in the Hospital. He shall have charge of all specimens from post-mortem examinations, and of all such as are removed by operation in the Hospital, and shall deliver to the College of Physicians and Surgeons such specimens as are desired for preservation unless otherwise directed by the Attending Physician.

He may give instruction in pathological anatomy in the autopsy room.

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